

## Electronic Signature Disclosure & Consent Notice

This Electronic Signature Disclosure & Consent Notice ("Notice") explains your rights and obligations when using the Platform to electronically sign documents. By proceeding with electronic transactions, you agree to the terms outlined below.

### 1. Definitions

The following definitions will apply to this Notice:

"Customer" means the organization or legal entity subscribed to the Service by execution of an Order Form with PeopleGuru under which the Platform and Service is made available to you.

"HR department or system administrator" means the persons within Customer's organization (typically your employer) that are responsible for administration of the Platform.

"Order Form" has the meaning ascribed to it in the online version of Master Agreement found at <http://legal.peopleguru.com>.

"Platform" has the meaning ascribed to it in the online version of the Terms of Service found at <http://legal.peopleguru.com>.

"Service" has the meaning ascribed to it in the online version of Master Agreement found at <http://legal.peopleguru.com>.

### 2. Consent to Electronic Transactions

By using this Platform and Service, you acknowledge and agree that:

- You are providing your affirmative consent to conduct transactions electronically.
- You understand that electronic signatures are legally binding and enforceable under applicable laws, including the U.S. Electronic Signatures in Global and National Commerce Act (ESIGN Act), Uniform Electronic Transactions Act (UETA), and EU eIDAS Regulation (as applicable).
- You are here at the pleasure of our Customer. Your access remains effective until Customer's Order Form with PeopleGuru expires or terminates, or your access to the Platform has been terminated by Customer or PeopleGuru.

### 3. Hardware & Software Requirements

To access and retain electronically signed documents, you must have:

- A device with internet access (e.g., computer, tablet, smartphone).
- A supported web browser (e.g., Chrome, Firefox, Safari, Edge).
- Software capable of viewing PDF documents (e.g., Adobe Reader).
- Sufficient storage to save electronic records or access to a cloud-based storage solution.
- An active subscription via an Order Form between PeopleGuru and Customer is required for you to access the Platform.

#### **4. Right to Withdraw Consent**

You have the right to withdraw your consent to electronic signatures at any time. To do so, contact your HR department or system administration with your request. If you withdraw consent:

- Future transactions may be conducted using paper-based methods.
- You may experience processing delays in completing transactions.
- Certain features of our Service may become unavailable to you.

#### **5. Record Retention & Access**

We will retain electronic records of signed documents for a minimum period of one year. You may download and save a copy of any document you sign electronically. If you need a copy after the retention period, please contact your HR department or system administrator.

#### **6. Legal Effect & Acknowledgment**

By clicking "I Agree" or proceeding with an electronic signature, you confirm that:

- You have read and understood this Notice.
- You meet the hardware and software requirements listed above.
- You consent to electronically sign documents and understand that these signatures are legally binding.

If you do not agree to these terms, do not proceed with using the electronic signature service. Instead, contact your HR department or system administrator to request alternative methods for completing transactions and signing documents.

#### **7. Contact Information**

For questions or concerns regarding this Notice, please contact:

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